

State of Hawai`i
Department of Human Services
Social Services Division

Addendum No. 2

August 19, 2013

To

Request for Proposals

Solicitation Number: RFP-SSD-14-POS-3080-SW

Hawai`i Youth/Young Adult Advisory Council

Date Issued: August 2, 2013

August 19, 2013

ADDENDUM NO. 2

To

**REQUEST FOR PROPOSAL (RFP)
Hawai'i Youth/Young Adult Advisory Council
RFP No. SSD-14-POS-3080-SW**

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this addendum to, RFP No. SSD-14-POS-3080-SW for the purposes of:

- ☐ Responding to questions that arose at the orientation meeting of April 15, 2013, and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Including PDF file of following amended/revised RFP documents, with corrections/changes/edits highlighted in yellow:
 - 1. Table of Contents;
 - 2. Sections 2;
 - 3. Section 3;
 - 4. Section 4.
- ☒ Attaching Word documents, as amended/revised, with corrections/changes/edits highlighted in yellow:
 - 1. Work Plan;
 - 2. Forms A, B, C, attached as Word documents

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP, as highlighted in yellow: Sections 2, 3, 4; Table of Contents, with corrections to numbering; Work Plan, as Word documents; and Forms A, B, C, as Word document.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Cyndy Pierce, POS Program Specialist
(808) 587-3168
cpierce@dhs.hawaii.gov

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Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need, and development of the services purchased:

1. Overview of the Services:

The Federal Department of Health and Human Services (DHHS), pursuant to the Chafee Foster Care Independence Act, also known as the Chafee Foster Care Independence Program (CFCIP), requires that all states seek and allow youth input regarding youth-related programs. The CFCIP provides the majority of the funding for the DHS/CWSB Independent Living Program Services (ILPS) for Youth.

The Department has the responsibility for ensuring the safety, permanency and well-being of children who have been the subject of child abuse and/or neglect. These outcomes are measured by the Federal government through the Child and Family Service Review (CFSR) and monitored through the Program Improvement Plan (PIP). DHS also measures and monitors these outcomes through Quality Case Reviews.

2. The purposes of the services are twofold:

- a. To develop and sustain a statewide youth advisory council that will provide a voice for youth in advocacy, policy, system improvement, services and legislative education.;
- b. To provide outreach and supportive services for youth currently or formerly in foster care.

3. The development of program/project is based on the following:

- a. In efforts to provide appropriate and supportive services to meet the needs of the target population of foster and former foster youth/young adults, the program/project will provide documented and verified information of the following:
 - Assessment of the service area and target population;
 - Assessment of the services currently available in the community to assist youth currently or formerly in foster care;
 - Assessment of gaps in services and unmet needs of the target population;
 - Description of the impact of the proposed services on the target population and the proposed number of individuals impacted;

- A proposed budget that reasonably supports the delivery of the proposed services to the target population, with rationale and factors considered in its practical design.
- b. The program/project will be supported by evidence-based, informed and promising best practices to provide appropriate services to meet the needs of the target population of foster and former foster youth/young adults.

B. Planning activities conducted in preparation for this RFP:

<u>X</u>	Information from <u>fundors</u> (legislature, federal agencies, private foundations, etc.) on funding terms and conditions;
<u>X</u>	Information from <u>other state agencies</u> on services to the same target group;
<u>X</u>	Views of service <u>recipients and community advocacy groups</u> on conditions affecting achievement of desired goals;
<u>X</u>	Views of <u>PROVIDER organizations</u> on how to improve service specifications; a request for information (RFI) process may have been used for this purpose;
<u>X</u>	Information from POS monitoring and other <u>reports</u> for current contracts; and
<u>X</u>	Other data (socio-economic and health trends, waiting lists for services, client satisfaction surveys, etc.).

Planning information may be obtained from RFP contact person, Cyndy Pierce, by email at cpierce@dhs.hawaii.gov.

C. Description of the service goals

The goal of the Hawai'i Foster Youth/Young Adult Advisory Council services includes systemic improvement of Child Welfare Services (CWS) in supporting/ promoting the successful transitioning of youth from foster care to interdependent self-sufficiency, the successful reunification with birth family or other permanency arrangements, such as, placement with relatives, and the maintenance of supportive birth family connections. This goal will be facilitated through improved opportunities for youth input and leadership development and increased peer outreach and support.

D. Population to be served

1. Council and Council Members: The Council will be comprised of foster or former foster youth:

- a. Ages fourteen (14) to eighteen (18) years who are currently or were formerly in out-of-home placement, under the placement responsibility and care of the Department of Human Services (DHS/Department)/Child Welfare Services Branch (CWSB); and
- b. Young adults, ages eighteen (18) through twenty-six (26), who were formerly under the placement responsibility and care of the DHS/CWS or who are in the Young Adult Voluntary Foster Care Program.

Council membership should have statewide representation reflecting the diversity of the local populations, and the varied experiences and outcomes for youth in foster care, such as reunification with family, and other permanency outcomes, including, but not limited to, placement with relatives, adoption, legal guardianship, and transitioning out of foster care.

2. Outreach and Supportive Services: All children, youth, or young adults who have had any involvement with the CWS system. This involvement may include, but not be limited to, out-of-home placement care under the placement responsibility of the DHS, family supervision, and voluntary case management of the DHS/CWS. These children, youth, or young adults can benefit from services and activities that are directly or indirectly provided by the Council, or through the enhancement of services, policies, and procedures, via the input, advocacy, outreach, and leadership of the Council.

E. Geographic coverage of service

Statewide

F. Probable funding amounts, source, and period of availability

Statewide: \$300,000.00, full state fiscal year (SFY) of contract.

For the term of this contract, beginning January 1, 2014 through and including June 30, 2014, the funding amount shall be \$ 150,000.00.

Additional funding may become available over the life of the contract, and the sources of funding may change. Funding for any given year, or for the contract as a whole, may increase up to three hundred percent (300%) of the original (full fiscal year) amount without being considered a fundamental change according to section 3-149-303(d) of Hawai'i Administrative Rules. Increases are subject to availability of funds, program utilization, and satisfactory performance as determined by the STATE.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. At the request of the STATE, the PROVIDER must submit to the STATE, if applicable, subcontracts with other agencies for services under the Agreement, prior to the service being provided, for review for appropriateness and relevancy. The PROVIDER shall ensure that all subcontractors comply with the requirements of the contract, which includes this RFP. Upon the request of STATE, the PROVIDER shall submit documentation of the subcontractor's compliance with the requirements of the contract.
2. The PROVIDER must not charge clients or families for contracted services without the prior approval of the STATE.
3. The PROVIDER must assure and be responsible for the continuity of service activities by providing full service activity in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The PROVIDER must not require nor depend on the DEPARTMENT'S staff to provide service activities in the event that program resources are not available due to the above situations.
4. The PROVIDER must ensure smooth transitions between service activities for clients or families under the contract and, if applicable, to a new service PROVIDER, when the contract ends.
5. As applicable, the PROVIDER shall provide timely and accurate case documentation necessary to monitor and evaluate the quality, quantity, and timeliness of service delivery activities to the DEPARTMENT'S staff.. The PROVIDER must maintain files documenting information that may include, if required, and is not limited to: referral and intakes, assessment and service plans (including goals, objectives, and service activities), case status reports, case discharge reports, or service delivery

activity reports. This information shall be forwarded to the DEPARTMENT using a format and schedule determined by the DEPARTMENT. Reports shall be provided, as requested by the DEPARTMENT.

6. As applicable, services must be provided within contracted time limits, or if no time limits are specified, then within a reasonable time, as well as on weekends and evenings to accommodate the client's work hour availability.
7. The PROVIDER must assure and be responsible for the provisions of contracted service activities, as specified in this RFP, to council member/clients/children/families, as applicable, statewide, and to the full extent of the proposed and contracted resources and funding. Recruitment and representation of any staff/Council member is preferred to be from the geographic area, as and if respectively specified. .
8. Throughout the term of the contract, the PROVIDER must maintain a system for evaluating the quality and effectiveness of the activities provided, with respect to client or service delivery outcomes. The evaluation process must include credible and tested measurement tools or instruments to be used to assess any applicable program efficacy in meeting performance and quality standards, including identifying indicators of client change, or service delivery performance. The evaluation process must also include a protocol or plan for making improvements or taking corrective action based upon evaluation findings. Upon request, the PROVIDER must provide the DEPARTMENT with copies of its evaluation documentation and plans for improvements/modifications, as well as any other reports that include the contracted service.
9. When there is a disagreement between the PROVIDER/ PROVIDER'S staff and the DEPARTMENT'S staff, in regard to the performance of service activities within contracted specifications, the wishes of the DEPARTMENT of Human Services shall prevail. Failure of the PROVIDER to comply with the DEPARTMENT'S wishes shall be deemed cause for corrective action and potential contractual remedies, including possible termination.
10. During the term of the contract, the parties may renegotiate terms and conditions related to the performance of the PROVIDER, including, but not limited to, measurable outcomes, benchmarks for monitoring timely and adequate provision of services, special reporting requirements, pricing methodology, units of service, unit rates, penalties, incentives, and bonuses. At the time of the renegotiation, either party has the right to terminate the Agreement under General Conditions, paragraph 4.3 or 4.4

as applicable. Any amendments to the Agreement will not constitute a fundamental change as defined in §3-149-303(d) of Hawai'i Administrative Rules. A fundamental change is one which "is so great that a reasonable purchasing agency would, in light of all the circumstances, re-procure the required services instead of amending an existing contract in order to assure that the State is receiving the most advantageous bargain."

11. The contract will be modified, if necessary, to comply with any changes in federal or state statutes or rules or the requirements of various funding sources. In the event such changes are necessary, the DEPARTMENT will notify the PROVIDER in writing of the need for the change and the proposed changes. The PROVIDER will have the opportunity to discuss the changes prior to their implementation.
12. The PROVIDER shall comply with the Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 9/2011), which can be found on the State Procurement Office website.
13. The PROVIDER shall have an accounting system in compliance with generally acceptable accounting principles.
14. The PROVIDER shall ensure the program's capacity to deliver services to all clients, including those with limited English proficiency and/or physical limitations to the maximum extent practicable.
15. The PROVIDER must provide service activities in concurrence with the Department's statutory mandates under 45CFR 1340, Hawai'i Revised Statutes Chapters 346, 350, and 587, and Hawai'i Administrative Rules and Departmental procedures. The PROVIDER must provide service delivery in concurrence with the philosophy and treatment goals related to safety of children, the family's ability to protect the child, and the youth's transition to self-sufficiency.
16. The PROVIDER must assure that staff, if any, meets the minimum educational requirements as required by the DEPARTMENT.
17. The PROVIDER shall conduct criminal history and CWS Child Abuse and Neglect (CA/N) registry checks and shall ensure that no staff, if any, has a record of criminal convictions or CWS involvement that would pose a risk to the health, safety, or well-being of children and families.
18. The PROVIDER shall cooperate with DHS as requested to implement changes to the program including changes in target populations to be served and/or service delivery.

19. The PROVIDER shall participate in quality assurance/improvement projects as requested by DHS for research and evaluation purposes. Such activities shall include one (1) Child and Family Service Review (CFSR) per year, per qualified staff as requested and arranged by DHS. Qualifications of provider staff to participate in the CFSR shall be determined by DHS. Other quality assurance/improvement activities will include data collection and other future requests related to current DHS initiatives, activities and programs. The PROVIDER will be requested to provide records for review by DHS for these purposes.
20. No contract proposals shall be accepted from any applicant who lacks any license necessary to conduct the business being sought by this RFP, pursuant to §103F-401.5, HRS, which mandates this provision. If the State of Hawai'i or federal law requires a PROVIDER to be licensed to perform services, then any proposal that is submitted by an applicant, and who lacks the requisite license(s) at the time of the proposal submittal deadline, shall be rejected and shall not be evaluated. If a health or human service requires a PROVIDER to be licensed, accredited or certified, to perform the service solicited under this RFP, the proposal shall include written verification of active licensure, current accreditation or certification from the appropriate licensing, accrediting, or certifying organization. Proposals that lack the required verifications, as specified in this RFP, will be rejected and not be evaluated.
21. Pursuant to §103F-401.5, HRS, proposals submitted shall include all costs, fees, and taxes, and any award or contract shall be for the amount of the proposal. No award or contract shall include any other payment, rebate, or direct or indirect consideration that is not included in the proposal, such as insurance or general excise tax rebates to or waivers for an applicant or bidder.

The contract amount may be adjusted during the term of the contract based upon availability of funds and pursuant to applicable statutes, or as provided for in the Request for Proposals. The contract amount may be increased or decreased based on changes to the scope of service as supported by revised Performance Measurement Forms A, B, and C, program utilization, and provider performance.

For cost reimbursement contracts, the contract costs are subject to adjustment by the STATE, based on the availability of funds and pursuant to applicable statutes, or as agreed upon during the term of the contract. Cost adjustments may be permitted if there is a change in the scope of service as supported by revised Performance Measurement Forms A, B, and C, program utilization, and provider performance. By submitting a proposal in response to this RFP, the applicant agrees to all the provisions, terms, and conditions of the RFP.

22. The PROVIDER must support and assist the Department in meeting

Federal requirements, such as IV-E claiming, Reporting Requirements, etc.

23. Maintaining a positive working relationship with the Department is critical in this collaboration. The PROVIDER and its partners/subcontractors are contracted to support the Department's mission and work.
24. The PROVIDER must ensure that all staff and subcontractors abide by federal and state statutes and Hawai'i Administrative Rules (HAR), which include, but are not limited to, issues related to Language Access, Civil Unions, and non-discrimination. It is the PROVIDER'S responsibility, and not the responsibility of the Department, to be aware of and compliant with all relevant federal and State laws and HARs.
25. By submitting a proposal in response to this RFP, the applicant agrees to all the provisions, terms, and conditions of the RFP.
26. Exceptions to the requirements of the RFP or contract may be made at the discretion of the Department. If the PROVIDER desires an exemption to any of the RFP or contract requirements, the request shall be made in writing to the Department's Social Service Division, Purchase of Service and Grant Management Unit. The Department's approval or denial of the request shall also be made in writing.

B. Secondary purchaser participation
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals **check one**
(Refer to HAR §3-143-605)

☐ Allowed ☒ Not Allowed

D. Single or multiple contracts to be awarded **check one**
(Refer to HAR §3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded **check one**
(Refer to HAR §3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract Terms:

Initial term of contract: Six (6) months, anticipated to be for the second half of SFY 2014, from 1/1/2014 through 6/30/2014.

Length of each extension: One (1) year unless otherwise agreed by the STATE.

Number of possible extensions: Six (6) annual extensions.

Maximum length of contract: Six (6) years and approximately six months from 1/1/2014 through 6/30/2020, subject to Option to Extend provision in the Special Conditions of the contract. See Exhibit "E", Special Conditions, in Section 5 of the RFP.

Conditions for extension:

- Satisfactory performance as determined by the STATE
- Availability of funding
- Acceptable utilization as determined by the STATE
- Ongoing need for the service as determined by the STATE
- Satisfactory compliance as determined by the STATE with the terms and conditions of the contract
- Must be in writing and must be executed prior to expiration

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Oversight and Support Services:

a. Administrative support to include, but not be limited to:

- Payroll functions;
- Human resource functions;
- Contract execution tasks;
- Support and guidance to ensure the Council's compliance with contractual requirements, including reporting requirements

b. Fiscal management to include, but not be limited to:

- Receiving and disbursing funds from DHS for the Council, including, but not limited to, funds for any salaries, subcontracts, program activities;
 - Development and monitoring of budgets as specified by the DHS;
 - Documentation of fiscal activities on behalf of the Council;
 - Timely submission of contract/fiscal reports to the DHS.
- c. **Program guidance, assistance and oversight** to include, but not be limited to:
- Support and guidance for the Council Members, regarding Council-related matters;
 - Guidance in organizational planning;
 - Support and guidance, as needed, to assist the Council in determining and implementing goals, objectives, and activities; guidance, support, and direction to ensure consistent Council representation and participation in DHS activities, such as, workgroups, planned events, DHS-sponsored and collaborative conferences, workshops, and presentations;
 - Logistical support, as needed, that may include, but not be limited to: providing or facilitating office or meeting space, graphic reproduction, computer and internet access, travel assistance and coordination, use of business equipment, and other similar supports.
- d. **Funding** under this RFP provides for:
- An allocation for the PROVIDER'S administrative expenses, not to exceed fifteen percent (15%); and
 - The balance of the contract amount to be expended for Council-related expenses, which may include a Project Coordinator position to provide professional management, support for meetings held by the Council, and other resources needed to carry out the Council activities.

2. **Council Activities** shall include, but is not limited to:

Purpose one:

To provide a voice for youth in advocacy, policy, system improvement, services and legislative education.

- a. Provision of a Statewide Foster Youth/Young Adult Advisory Council Structure, which provides foster and former foster youth/young adults an opportunity for input to advise the DHS on issues including, but not limited to, foster care policies, practices, services, and legislative matters;
- b. Provision of a venue and forum, within the Council structure and function, for foster and former foster youth/young adults to

- exchange ideas, develop leadership skills and form informal support systems;
- c. Collaboration with the DHS, Judiciary, other stakeholders, providers, and community partners;
- d. Provision of a being a “voice” for and on behalf of foster children/youth/young adults on issues including, but not limited to: reunification or other permanency issues; relative placement/connections; social capital; diversity; lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth/young adults; and issues of transitioning out of care. This voice will be facilitated through participation in activities, including, but not limited to, the DHS/collaborative workgroups; events, programs; Continuous Quality Improvement (CQI) processes; trainings; and conferences;
- e. Legislative advocacy.

Purpose 2

To provide outreach and supportive services for youth currently or formerly in foster care.

- a. Assistance to the DHS in providing peer support and outreach to the DHS/CWS foster youth and former foster youth,
- b. Collaboration to help identify and/or develop resources for children and youth under and/or formerly under DHS care;
- c. Direct peer outreach and support including but not limited to such areas as runaway prevention, awareness and readiness building regarding continuing educational, training and employment,
- d. Development of resource directories for youth.

The PROVIDER will ensure that the Hawai`i Foster Youth/Young Adult Advisory Council will hold a minimum of four (4) statewide Council meetings.

The Council will conduct ongoing outreach and recruitment of foster youth/young adults, and former foster youth/young adults, ages fourteen (14) through twenty-six (26) years old.

The PROVIDER will ensure local representation and a voice of youth/young adults throughout the State and Counties of O`ahu, Kaua`i, Maui, and Hawai`i, e.g., local boards, local chapters.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The PROVIDER shall comply with standards established by the Department’s Social Services Division for criminal conviction record

checks and protective services registry checks which are attached in Section 5 of this RFP.

- b. The PROVIDER staff shall have the educational qualifications and necessary training to provide the activities requested, and shall have the required licenses to practice in the State of Hawai'i, as needed. Preferably, staff shall have a Master's Degree in Social Work or equivalent and training or experience in foster care.
- c. The PROVIDER must have accommodations to service a multicultural and multilingual population, and shall provide services without discrimination, e.g., regarding ethnicity, religion, socioeconomic class, and Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) issues.
- d. The PROVIDER staff must have knowledge and experience with youth/young adults in foster care including, but not limited to, dealing with domestic violence, child abuse and neglect, substance abuse, and youth/young adults in transition from foster care to self-sufficient interdependent living; and must be willing to work with youth/young adults and families that present those safety issues.
- e. The PROVIDER staff shall be knowledgeable about DHS' programs, services, rules, and procedures. Those who are not familiar with DHS must be oriented and trained by the PROVIDER, and/or must take the initiative to learn about the Department's Child Welfare Services, Foster Care programs
- f. The PROVIDER shall maintain throughout the contract period, policy and procedures that include competency and requirements. The policy must also clearly identify scope over any subcontractors of the contracting agency.
- g. The PROVIDER shall ensure that it will adhere to all applicable state laws regarding the obtaining and release of client information.
- h. When disagreement arises between the PROVIDER and/or provider's staff and the Department's staff regarding/related to the performance of service activities within contracted specifications, the decision of the Department shall prevail. Failure on the part of the provider to comply shall be deemed cause for corrective action and subject to contractual remedies.

2. **Administrative**

- a. The PROVIDER shall agree to and shall abide by any Administrative Assurances that are attached to Section 5 of this RFP.
- b. The budget(s) by the PROVIDER shall include:
 - Operating and activity costs for the Council;
 - PROVIDER'S administrative costs not to exceed 15% of the annual funding amount for providing the contracted services for the Council, as well as;
 - Proposed costs for major Council projects.

3. **Quality assurance and evaluation specifications**

All contracts shall be monitored by the Department in accordance with requirements set forth by Chapter 103F, Hawai'i Revised Statutes (HRS). Annual contract monitoring may include site visits with comprehensive evaluation of several areas of performance. These include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, ongoing contract monitoring shall include review of monthly and quarterly reports and periodic assessment of program effectiveness, including, but are not limited to the following:

- a. The PROVIDER shall have the necessary infrastructure to support the provision of services in compliance with the standards as specified herein.
- b. The PROVIDER shall maintain supporting documentation for credentialing in separate files on PROVIDER'S premises and shall make this information available to DHS as requested.
- c. The PROVIDER shall collect, maintain and report to DHS, on a quarterly basis, information documenting progress and outcomes objectives cited in this RFP.
- d. The PROVIDER shall allow DHS representatives or any authorized representatives full access to all case files, including client names, and administrative records for the purpose of program evaluation and/or contract monitoring.
- e. The PROVIDER shall maintain and have documented proof of required insurance and coverage, as cited in item number 1.4 of the General Conditions and item number 2 of the Special Conditions:
 1. General Liability (GL) insurance of no less than \$1 million per occurrence and \$2 million annual aggregate;
 2. Automobile Liability insurance of no less than \$1 million per accident; and,

3. Professional Liability (Errors and Omissions) insurance of no less than insurance \$1 million per claim and \$2 million annual aggregate.

The STATE reserves the right to amend insurance requirements in order to maintain all contracts in compliance with the most current State requirements

- f. The PROVIDER shall agree to and shall abide by any Administrative Assurances that are attached to this Section number 2 of the RFP.
- g. There shall be regular, on-going communication between the PROVIDER and/or provider's staff and the DHS staff to keep lines of communication open and to discuss the needs, specific concerns about youth and/or young adults; any procedural changes; and any other related RFP/contractual issues.
- h. The PROVIDER agrees to cooperate with the Department in refining and developing specific outcome measures and quality assurance protocols for evaluation of this initiative

4. **Output and performance/outcome measurement**

- a. Forms A, B, and C are primarily a monitoring tool for the Department to track the number of people served, the service activities and the outcomes. However, for this RFP, these forms will not be used for the services provided by the selected agency. The selected agency/organization will provide a report (narrative form is acceptable) of the activities each quarter, regarding efforts to provide support and guidance for the Council. The report should also include information on the fiscal management and funds disbursement.

The Department would also like information from the Council. The A, B, C forms are to be used by the PROVIDER capture service activities and goals of the Council.

- b. The PROVIDER shall maintain the capacity to deliver services throughout the term of the Agreement.

5. **Experience**

The PROVIDER shall have a documented history that demonstrates fiscal responsibility, the ability to work with other agencies and organizations in an effective and collaborative manner, and the ability to effectively administer service programs. The PROVIDER shall also be able to demonstrate knowledge about and experience working with the DHS/CWSB, specifically with youth and/or young adults in foster care and youth and/or young adults in transition from foster care to independence

6. **Coordination of services**

See any Administrative Assurances that may be attached to Section 5 of the RFP for any requirements for the coordination of services.

1)

7. **Reporting requirements for program and fiscal data**

- a. Unless otherwise agreed, quarterly and year-end reports shall be submitted in a format specified by the Department in which the provider summarizes major activities undertaken during the report period. Data to be reported may include, but not be limited to the number of service units provided, the number of persons serviced, client lists, outcomes and objectives achieved, problems encountered, recommendations, and proposed future activities and staffing changes, if any.
- b. **Required Fiscal Reports:**
 - Providers will submit invoices in the format specified by the Department.
 - Unless otherwise agreed, for cost reimbursement contracts, monthly and year-end reports shall be submitted listing total expenditures of contract funds, contract revenues received, and collections and expenditures from program income and other sources of funding.
- c. **Penalties for Late Reporting**
 Unless otherwise specified in the contract, program reports are due thirty (30) days after the end of quarter, and fiscal reports are due fifteen (15) days after the end of the month. At the option of the Department and according to the terms of the contract:
 - Payments may be held pending the submission of required reports.
 - Payments may be reduced and funding lapsed by fifteen percent (15%) when reports are not submitted within sixty (60) days after the due date specified by the Department.
 - Reports not submitted within ninety (90) days after the Department's specified due date, the PROVIDER will lapse funding for the period for which no reports have been received.
- d. The PROVIDER will still be required to maintain the capacity to provide the contracted level of services in spite of the reduced funding.

Program report forms are located in RFP Section 5.

C. Facilities

The PROVIDER shall obtain and maintain adequate facilities for the satisfactory delivery of contracted services in the RFP and contract. The PROVIDER facilities shall be in accordance with all applicable federal, state, and local laws, such as meeting ADA requirements, and providing special equipment to be made available, as necessary. Facilities may be shared and shall be available on each island as specified by the Department. Facilities must be operational by the contract start date.

2.5 COMPENSATION AND METHOD OF PAYMENT**A. Pricing Structure or Pricing Methodology to be Used.**

Unless otherwise proposed and agreed between the PROVIDER and the Department, the pricing methodology for this service is checked below. The pricing methodology may be revised by mutual agreement throughout the term of the contract.

- ☒ X Cost reimbursement where the State pays the provider for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum contract amount.
- Fixed rate where the State pays the provider a set rate for a defined unit of service up to a stated maximum contract amount. The State and the provider agree on the number of units of service to be delivered for the stated contract amount.
- Base Cost /Fixed Rate Combination where the State pays the provider a base amount for operating costs and a fixed rate for units delivered up to a stated contract amount.
- Negotiated rate where the State determines the number of units it needs and then negotiates with the provider the total cost to provide all those units. The negotiated cost to deliver a set number of units allows a unit rate to be calculated.

Units of service and unit rate

As this is a cost reimbursement contract, there is no applicable unit rate. The units specified in Forms A, B, and C, in the RFP Section 2, are relevant to service delivery and capacity.

Method of compensation and payment:

Payments shall be made in monthly installments after receipt and approval of invoices, reports, and other documents required by the Department.

The first payment shall be an advance installment of one month of the initial term of six months of the contract beginning 1/1/2014 through 6/30/14. The first payment shall be one

sixth (1/6th) of the contract amount of \$150,000.00 or \$25,000. Invoices shall be submitted in a format specified by the Department. The invoice format is located in RFP Section 5.

Unless otherwise agreed, subsequent payments shall be made upon receipt of an invoice and preliminary approval of reports and other documents required by the Department. All charges shall be supported by documentation indicating to whom services were provided and the types of services rendered by the PROVIDER.

All invoices, reports, and other required documents shall be submitted according to a schedule established by the Department, and in a format specified and approved by the Department.

FORM A - PEOPLE TO BE SERVED

ORGANIZATION: _____

PROGRAM/SERVICE: Hawai'i Foster Youth/Young Adult Advisory Council (HFY/YAAC)SITE:: Statewide Statewide

PEOPLE TO BE SERVED	Budgeted Period	
	Number/ Quarter	YTD
1. Number of youth/young adults who participated as Council members.		
2. Number of youth/young adults Council members who received Leadership Skill Development Trainings.		
3. Number of Council members who participated in workgroups, educational, advocacy activities, etc. (e. g., presentations at conferences/trainings, providing Legislative testimony, participating in planning).		
4. Number of foster and former foster youth/young adults who participated in conferences, trainings, or other activities presented by or in collaboration with the Council.		
5. Number of <u>adults</u> who participated in conferences, trainings, or other activities presented by or in collaboration with the Council.		
6. Number of youth/young adults who received written, electronic, and/or verbal information about the Council and resources for foster youth/young adults from the Council.		
7. Number of youth/young adults who were provided with support/outreach services.		

FORM B – SERVICE ACTIVITIES

ORGANIZATION: _____

PROGRAM/SERVICE: Hawai'i Foster Youth/Young Adult Advisory Council (HFY/YAAC)

SITE: _____ STATEWIDE _____

SERVICE ACTIVITIES	Budgeted Period	
	Number/ Quarter	YTD
1. Number of Council Meetings.		
2. Number of Leadership Skill Development Trainings for Council members.		
3. Number of workgroups, educational, advocacy activities in which Council members participated, e.g., presenting at conferences/trainings; provided Legislative testimony; participated in planning.		
4. Number of activities in which Council members participated in to develop the resources/directories or to provide information on resources for foster youth/young adults.		
5. Number of times that Council Members assisted DHS or other providers in providing support/outreach services to foster youth/young adults.		
6. Number of outreach and supportive activities provided/offered to foster youth/young adults.		

FORM C – OUTCOMES

ORGANIZATION: _____

PROGRAM/SERVICE: Hawai'i Foster Youth/Young Adult Advisory Council (HFY/YAAC)

SITE: _____ STATEWIDE

OUTCOMES	BUDGET PERIOD		
	Goals	Percentage per Quarter	YTD
1. Percentage of Council Members attending Council meetings	80%		
2. Percentage of Council Members participation in Leadership Skill Development Trainings	80%		
3. Percentage of Council Members participation in collaborative events—in planning and/or presenting at conferences, trainings, workshops; in participating in workgroups; in providing Legislative testimony; etc.	80%		
4. Percentage of Council Members participation in either developing resources/directories or providing information on resources for foster youth/young adults	80%		
5. Percentage of Council Member assisting DHS or other providers in providing support/outreach services to foster youth/young adults	25%		

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The Proposal Application Form (SPO-H-200A) is available on the State Procurement Office website. See Section 1, Administrative Overview, 1.2, Website Reference. However, the form will not include items specific to this RFP. If using the website form, the Applicant must include all items in this section.*
- *The numerical outline for the application, the titles/subtitles, and the organization of the Sections of the Proposal Application and RFP identification information at the top right hand corner of each page should be maintained. The instructions for each section, however, may be deleted.*
- *Tabbing of the Applicant's sections is recommended.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See Section 5, Attachments, Attachment B, Sample Proposal Application Table of Contents, of this REP for more details.*
- *Applicants must also include a Table of Contents at the beginning section of the Proposal Application. See Section 5, Attachments, Attachment B, Sample Proposal Application Table of Contents, of this RFP for more details.*
- *A written response is required for **each item** in the Application, **unless** indicated otherwise. Failure to answer any of the items will impact upon the applicant's score.*
- *Applicants are **strongly encouraged** to review the evaluation criteria in Section 4, Proposal Evaluation, when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the Applicant must include all items listed in this section.*
- *Applicants are required to submit the completed Proposal Application, as follows:*
 - *One (1) electronic copy of the proposal in portable document format (PDF) on a universal serial bus (USB) flash drive/thumb drive or a compact disc (CD) medium readable by a personal computer (PC);*
 - *(One (1) original hard copy (printed copy) of the proposal.*
- *The hard copy original (printed copy) proposal may be submitted in a three ring binder (Optional).*

The Proposal Application is comprised of the following sections. The application shall not exceed the maximum number of pages listed for the narrative portion of each section, not including applicable attachments.

- **Proposal Application Identification Form (1 page)**
- **Table of Contents (2 pages)**

- Program Overview (**1 page**)
- Experience and Capability (**15 pages**)
- Project Organization and Staffing (**8 pages**)
- Service Delivery (**28 pages**), work plan attached separately.
- Financial (**5 pages**)
- Other(**2 pages**)

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. The Applicant shall highlight the agency's mission and vision, as well as the goals and the objectives of the proposed service activities relative to the target population and geographic coverage of services.

3.2 Experience and Capability (20 points)

A. Necessary Skills (4 points)

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience (6 points)

The Applicant shall provide a description of projects/contracts for a total of two (2) years of the most recent five (5) years that are pertinent to the service activities detailed in Section 2, Service Specifications, point 2.4, Scope of Work, of the RFP. The Applicant shall include the following information for each project/ contract listed:

- Contracts/project identification number;
- Contracting agency;
- Name of contact person, phone number, email address, and mailing address from the contracting agency;
- Title of the service or a brief description of the service.

This will document that the contracts/project are pertinent to the service activities detailed in this RFP. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation (4 points)

The Applicant shall describe its own plans for quality assurance, evaluation, and improvement for the proposed services, including methodology, instruments, and timelines for the proposed service. The Applicant shall describe the agency's internal review process to ensure conformance with contract requirements, provision of Administrative Assurances, adequate

accounting practices, accurate case record keeping, accurate tracking of performance/outcome/output measures, adequate maintenance of agency files, and program effectiveness. The Applicant shall outline a process for implementing positive changes from the quality assurance data collected to ensure ongoing quality service delivery.

D. Coordination of Services and Collaboration (4 point)

The Applicant shall describe in detail its own plans to effectively coordinate its services with the DHS and other agencies/community resources to meet the needs of the target population. Plans should demonstrate the Applicant's capability of collaboration with others. See Section 2, Scope of Service, part B, Management Requirements, Service Specifications, and Section 5 Attachments, Attachment G, Administrative Assurance of this RFP for requirements for the coordination of services.

E. Facilities (2 points)

The Applicant shall provide the street addresses of its facilities, a description of its facilities and demonstrate its adequacy in relation to the proposed services. The Applicant shall describe in detail how the facilities meet ADA requirements, as applicable, and any special equipment that may be required to deliver the proposed services. If facilities are not presently available, describe plans to secure facilities.

3.3 Project Organization and Staffing (15 points)

A. Staffing

1. Proposed Staffing/Council (4 points)

The Applicant shall describe in detail the proposed staffing pattern, client/council member/staff ratio, as applicable, and the proposed council organization. The Applicant shall justify the proposed staffing pattern, if any, and take into account the number of members to be served and the level of service activities to be provided. The Applicant shall list any positions for any management and fiscal staff member under the contract.

Please note: If the Applicant proposes the use of subcontracting, the Applicant shall also include the above information for the proposed subcontracted staff.

2. Staff/Council Member Qualifications (4 points)

- a. The Applicant shall provide position descriptions that include the minimum qualifications (education and experience) for each position assigned to the program directly or through subcontract including

back-up staff. The Applicant shall provide clear documentation that all staff, if any, will have the necessary licenses to deliver the proposed services. Position description titles shall match the title listed on the program specific and organization-wide charts. These minimum qualifications must meet the minimum personnel requirements of this RFP and be sufficient to ensure quality program/service delivery. See Section 2.4, Part B, as applicable.

- b. The Applicant's staff shall have knowledge and experience in working with youth/young adults in foster care including, but not limited to dealing with domestic violence, child abuse and neglect, substance abuse, and youth/ young adult in transition from foster care to self-sufficient interdependent living; and must be willing to work with youth/young adults and families that present those safety issues.
- c. The Applicant/Provider staff shall be knowledgeable about DHS' programs, services, rules, and procedures. Those who are not familiar with DHS must be oriented and trained by the Applicant/ Provider, and/or must take the initiative to learn about the Department's Child Welfare Services, Foster Care programs.
- d. The Provider/Applicant shall maintain throughout the contract period, policy and procedures that include competency and requirements. The policy must also clearly identify scope over any subcontractors and the contract agency.
- e. The Applicant shall have accommodations to provide services to a multicultural and multilingual population. The applicant's staff shall have experience in providing services to this population.
- f. The Provider/Applicant shall ensure that it will adhere to all applicable state laws regarding the obtaining and release of client information.
- g. Note: If the Applicant proposes the use of subcontracting, the Applicant shall also include the above information for the proposed subcontracted staff, as applicable.

B. Project Organization (5 points)

1. Supervision and Training

The Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart (2 points)

The Applicant shall describe in detail its approach and rationale for the structure, functions, and staffing to effectively deliver the proposed service activities and tasks.

- a. The position of each staff and line of responsibility/supervision shall be clearly outlined. (Include position title, name and full time equivalency).
- b. Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

Note: If the Applicant proposed the use of subcontracting, the Applicant shall also include the above information for the proposed subcontracted staff. The organization-Wide and Program Specific charts if any shall both be attached to the application.

3.4 I. Program/Project Development (10 points)

The Applicant shall a detailed discussion of the development of the program/project requirements in Section 2, Service Specifications, item 2.1.3, and provide documented and verified information of the following:

- a. An assessment of the service area and target population.
- b. An assessment of the services currently available in the community to assist youth currently or formerly in foster care.
- c. An assessment of the gaps in services and the unmet needs of the target population.
- d. A description of the impact of the proposed services on the target population and the proposed number of individuals impacted.
- e. A budget that supports delivery of the proposed services with the rationale and factors considered in the budget development.

The populations’ needs and proposed services to meet those needs shall be supported by information that is evidence based, evidence informed, best practice, and promising practice.

3.4 II. Service Delivery (45 points)

- a. The Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Part 2.4, Scope of Work, including (if indicated) a Work Plan of all service activities and tasks to be completed, related work assignments/responsibilities and if indicated timelines/schedules. A Work Plan format is located in Section 5, Attachments, of this RFP.
- b. The Applicant shall complete in detail and address all the items of the Work Plan attached to Section 5 of this RFP, according to the instructions attached to the Work Plan.

Note: it is not acceptable to simply repeat language in the RFP as you address the specific tasks related to the various services activities.

- c. The Applicant shall address in detail the following items which are listed in the Work Plan:
- Administrative support
 - Fiscal management
 - Monitoring Program guidance, assistance and oversight
 - of the Hawaii Foster Youth/Young Adult Advisory Council
 - Grievance and dispute resolution procedures for Hawaii Foster Youth/Young Adults Advisory Council and the DHS staff.
- d. Performance Measurements Forms A, B, & C (1 points)

The Applicant shall provide reasonable numbers and parentages for all items listed.

3.4 Financial (10 points)

A. Pricing Structure (8 points)

1. Applicant shall submit a clear and detailed budget proposal utilizing the pricing structure designated by the state purchasing agency in Section 2, Service Specifications, Section 2.5, Compensation and Method Payment. The budget shall fully support the Section 2.4, Scope of Work, including, Performance Measurements Forms A, B, & C.

The Applicant shall submit All the required budget information using the budget forms list below. All budget forms, instructions, and samples are located on the State Procurement Office Website. See Section 1, Administrative Overview, 1.2 website Reference, of this RFP. All budget forms shall be attached to the Application.

SPO-H-205:	Budget
SPO-H-206A;	Personnel – Salaries and Wages
SPO-H-206B:	Personnel – Taxes, Assessments Fringe
SPO-H-206C:	Inter- Island Travel
SPO-H-206E:	Contractual Services – Administrative
SPO-H-206F:	Contractual Services – Subcontracts
SPO-H-206H:	Program Activities
SPO-H-206I:	Equipment Purchases

2. The Applicant shall be advised for budgeting purposes that there are insurance requirements and auditing requirements under this contract. See the Insurance Requirements, and Special Conditions of the Contract (Attachment D and G) in Section 5 of this RFP.
3. The Applicant shall provide a brief explanation of how the line costs on form SPO-H-205 were derived unless those line items are explained on other budget forms in the SPO-H-206 series.
4. The Applicant shall provide a justification for the Provider's administrative costs, not to exceed 15 % of the annual funding amount.
 - a. The operating and activity costs for the HYAAC
 - b. Proposed costs for major HYAAC activities are to be determined by Applicant.

Note: **AWARDEES ONLY** may be asked to submit additional budget forms at a later date as part of the contracting process including but not limited to:

SPO-H-205A:	Organization- Wide Budget by source of funds
SPO-H-205B:	Organization- Wide Budget by Programs
SPO-H-206G:	Depreciation (as applicable)

All budgets forms, instructions and samples are located on the SPO website. See Section I, Administrative Overview, 1.2, Website Reference, of Website, of this RFP.

B. Other Financial Related Materials (2 points)

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (to be attached):

1. The Applicant shall submit the most recent Financial Audit including any management letter that accompanied that audit.
2. The Applicant shall describe the cost allocation plan for this contract, which demonstrates the applicant's expenditure area allocated based on a plan that is reasonable, appropriate and lawful. To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached).

3.6 Other

A. Litigation

The Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

B. Administrative Assurances

The Applicant shall sign and attach a copy of the Administrative Assurances See Section 5 Attachments, Attachment G, of this RFP. The Administrative Assurances shall be attached to the Application.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Program/Project Development	10 points	
Service Delivery	45 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. Proposal Application Checklist
- b. Hawai'i Compliance Express verification
- c. Administrative Assurances

2. Proposal Application Requirements

- a. Proposal Application Identification Form (Form SPO-H-200)
- b. Table of Contents
- c. Program Overview
- d. Experience and Capability
- e. Project Organization and Staffing (including Performance Measurement Forms A, B, & C)
- f. Service Delivery (including Work Plan)
- g. Financial (All required forms and documents)
- h. Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

- 1. Program Overview:** No points are assigned to Program Overview. The intent is to give the Applicant an opportunity to orient evaluators as to the services being offered. The Applicant shall highlight the agency's mission and vision, as well as the goals and objectives of the proposed service activities relative to the assessed needs and available resources of the target population and geographic coverage of service.
- 2. Experience and Capability (20 Points)**
The State will evaluate the applicant's experience and capability relevant to the proposal contract which shall include.

a. Necessary Skills

- The Applicant has **demonstrated** the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

4 points**b. Experience**

- The Applicant has provided all required information demonstrating at least two (2) years of experience within the most recent five (5) years, pertinent to the service activities detailed in Section 2.
- The Applicant has provided information demonstrating the ability, experience, and/or planned outreach efforts to service different cultures and communities that clients (foster youth and young adults currently or formerly under the DHS/CWS placement responsibility and care) are part of, including their input required by the Federal Department of Health and Human Services (DHHS) and the DHS/CWSB.
- The Applicant has provided the following verifiable information for each contract/project listed:
 - 1) Contract/project identification number;
 - 2) Contracting Agency;
 - 3) Name of contact person, telephone number, mailing address, and email address of contracting agency;
 - 4) Title of service or a brief description of the service

6 points**c. Quality Assurance and Evaluation**

The Applicant has fully described, and demonstrated sufficiency of its plans for quality assurance, evaluation, and improvement for the proposed services, including **methodology, instruments, and timelines**. (Refer to Section 3.2, C)

4 points

d. Coordination of Services and Collaboration

- The Applicant has provided a **detailed plan** for coordinating its services with the DHS and other agencies which include pertinent items listed in the Administrative Assurances (see Section 5).
- The plan has demonstrated the Applicant's capability of collaborating with the DHS, other agencies, and other agencies, and resources in the community.

4 points**e. Facilities**

The Applicant has provided information that demonstrates appropriateness/adequacy of facilities relative to the proposed services. This includes but is not limited to: physical street address, appropriateness in relation to the proposed services, description of facilities, and facilities meetings ADA requirements, as applicable.

If facilities are not presently available, the Applicant has detailed plans to secure/prepare facilities to allow for service delivery by the contract start date.

2 points**3. Project Organization and Staffing (15 Points)**

The State will evaluate the Applicant's overall staffing approach to the service

a. Staffing/Council makeup

1. Proposed Staffing: The Applicant has provided: its approach and rational for:
 - The staffing pattern;
 - Client/staff/council member board ratio;
 - Staff/council board organization that is reasonable to insure viability of the services;
 - List of staff and whether full or part-time, paid or unpaid, under the contract.

These items are fully described and reasonable to insure appropriate delivery of the proposed services.

4 points

2. Staff/ Council Member Qualifications:

- Minimum qualifications (including experience) for the staff/ facilitator as applicable assigned to the program are described and are sufficient to ensure quality program/service delivery. Position descriptions are attached.
- The Applicant's position title(s) for the provider/facilitator in the state wide program specific charts as applicable, match title(s) position descriptions.
- The Applicant has provided clear and detailed rationale for proposed staffing, setup of Council, and assignment of responsibilities and activities required in Section 2, Specification.

4 points

b. Project Organization

1. Supervision and Training: The Applicant has described/ demonstrated its ability to **supervise, train** and provide administrative direction to staff / council relative to the delivery of the proposed services.

5 points

2. Organization Charts:

- The Applicant has detailed its approach **and rationale** for the structure, functions, and staffing/council makeup to deliver the proposed service activities and tasks.
- **The Applicant has also provided:**
- An Organization-Wide chart showing where the proposed staff/service activities fits within the overall program.
- A Program Specific chart that details for each position budgeted to the program:
 - Position title from the position description
 - Minimum qualification level (e.g. high school diploma, Bachelor's degree, Master's degree)
 - Full-time equivalency (FTE) to the Applicant's agency and to the program
 - The lines of authority and

supervision

- Each Council member's title and or position description has been detailed/outlined.

2 points

4. I. Program/Project Development (10 points)

a. An assessment of the service area and target population. 2 points

b. An assessment of the services currently available in the community to assist youth currently or formerly in foster care.

2 points

c. An assessment of the gaps in services and the unmet needs of the target population

2 points

d. A description of the impact of the proposed services on the target population and the proposed number of individuals impacted.

2 points

e. A budget that supports delivery of the proposed services with the rationale and factors considered in the budget development.

2 points

4. II. Service Delivery (45 Points)

- a. The evaluation criteria of this section will assess that the Applicant has provided a complete and detailed approach and rational to the service activities and management requirements outlined in the Work Plan of the Proposal Application.
- b. The evaluation criteria may also include an assessment of the logic of the Work Plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the practicality of the timelines and schedules, as applicable.
- c. The Applicant has detailed its approach and rational for the structure, functions, and staffing/council to deliver of services, abilities, and tasks for the following:

- Administrative support.

8 points

- Fiscal management.

10 points

- Program guidance, assistance and oversight.

10 points

- Monitoring of the Hawaii Foster Youth/Young Adult Advisory Commission.

15 points

- Grievance and dispute resolution procedures for the Hawaii Foster Youth/Young Adult Advisory Commission. and DHS staff.

2 points

- d. Performance Measurement Forms A, B, & C:
The Applicant has provided reasonable numbers and percentages for all items listed in Performance Measurement Forms A, B, & C.

5. Financial (10 Points)

- a. Pricing Structure:

The Applicant has submitted a clear and detailed budget utilizing the cost reimbursement proposal, as designated in RFP Section 2.5, A, Compensation and Method of Payment. The budget fully supports the Scope of Work in RFP Section 3.5, A, and information provided in the Performance Measurement Forms A, B, and C, Section 5.

2 points

- 1) The Applicant has submitted all required budget information on the budget forms listed in Section

1 point

3. All budget forms have been attached to the Application

- 2) The Applicant has provided all budgeted costs (personnel and non-personnel) which are appropriate considering the service activities and tasks to be delivered.
- 3) The Applicant has clearly explained how it verified that all budgeted costs are reasonable and comparable to similar costs in the community. The applicant's budget is in compliance with any applicable laws, regulations, and rules.

1 point

- 4) The Applicant has provided a separate, clear and acceptable budget for the administrative costs **not to exceed 15%** of the annual funding amount and justify the costs.

2 point

- 5) The Applicant has provided a clear and acceptable budget for the costs specifically expended to support the Hawaii Foster Youth/Young Adult Advisory Council. The Applicant has clearly identified major Hawaii Foster Youth/Young Adult Advisory Council projects and has provided budget as designated in Section 2.4, A. The administrative costs budget, federally-approved indirect rate approval letter, and general categories used to determine the federal rate have been attached to the Application.

2 points

b. Other Financial Related Materials: Financial Audit

The Applicant has submitted the most recent financial audit and has provided information that demonstrated an adequate accounting system. The Applicant has included any management letters that accompanied the audit. The financial audit and management letters, if applicable, are attached.

2 points

6. The Applicant has provided:

- a. Disclosure and explanation of any pending litigation to which Applicant is party to;
- b. Administrative Assurances.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.